

**Record Note of the 9<sup>th</sup> Meeting (2024-25) of the National Commission for Minorities held on 12<sup>th</sup> December, 2024**

1. Ninth Meeting of the National Commission for Minorities (2024-25) was held at 11:30 A.M on 12<sup>th</sup> December, 2024 in the Chamber of Hon'ble Chairman in the presence of the following:-
  - i. Shri Iqbal Singh Lalpura, Chairman
  - ii. Ms. Rinchen Lhamo, Member
2. Ms. Syed Shahezadi, Member and Shri Dhanyakumar Jinappa Gunde, Member were on official tour and thus granted leave of absence.
3. Ms. Neelam Shami Rao, Secretary assisted the Commission and in attendance were Shri Daniel E. Richards, Joint Secretary; Shri Rajeev Mohan, Under Secretary (Admn.), Shri Sunil Kumar Singh, Under Secretary(G&R) and Shri Miraj A Khan, Legal Consultant.
4. **Agenda Item No.1: Confirmation of the record notes of the Meeting of the Commission held on 20.11.2024**
  - i. The record notes of the meeting were confirmed.
  - ii. Updated status of ATR of previous meeting be put up in each meeting to confirm what action has been taken by the concerned State Govt. or the relevant Ministry of the Central Government.
5. **Agenda Item No.2: Action Taken Report on Minutes dated 20.11.2024.**
  - i. The Commission took note of the Action Taken Report on Minutes of the previous Meeting of 20.11.2024 with the directions as given in the relevant column of ATR.

S.No	Action Points	ATR
1.	<b>Agenda item no 3 of NCM meeting dated 20.11.2024</b> : Tour report of Shri Dhanyakumar Jinappa Gunde, Member, National Commission for Minorities to District Raipur, District Rajnandgaon from 17 <sup>th</sup> October, 2024 to 19 <sup>th</sup> October, 2024.  The Recommendations No 1 to 10 were approved for writing to the State Govt. of Chhattisgarh.	Letter issued to the Chief Secretary, Chhattisgarh on 09.12.2024.
2.	<b>Agenda item no 4 of NCM meeting dated 20.11.2024</b> : A Background Paper for establishing a separate and dedicated Research and Data Analysis Division (RADA) and National Clearing House for Data Collection & Management (NCHM) in National	The decision of the Commission was reported in the Press through PIB.  Further action for revised NCM handbook based on the

	<p><b>Commission for Minorities.</b></p> <ol style="list-style-type: none"> <li>a. The Commission deliberated upon and approved the proposal for establishing a dedicated Research and Data Analysis Division (RADA) and National Clearing House for Data Collection and Management (NCHM) in the Commission.</li> <li>b. The complete proposal Framework is at Annexure-I. The proposal was based on the mandate of the NCM Act 1992 and would supersede the provisions of the NCM (Procedures and Processes) Regulation: 1997 relating to Evaluation and monitoring and Procedure for causing/ conducting studies and SOP for engaging Institutes/ Organization/ Agencies for conducting "studies" on various subjects relating to Minorities.</li> <li>c. Establishment of a Research and Data Analysis Division was approved.</li> <li>d. Hiring at least two research cum data analyst from a TIER 1 firm for a period of six months, extendable to another 3 months from NICS I was approved. NICS I will be hired on nomination basis under GFR rule 194 – Single Source Selection/ Consultancy by Nomination was approved.</li> <li>e. Hiring of a service provider for technical + analytical support for establishing and managing NCHM was approved.</li> <li>f. At the later stage hiring of a service provider for providing research and analysis support to the Division for research proposal formulation and selection of research agency and supervision of the research work was approved.</li> <li>g. Constitution of a Standing Research Advisory Committee comprising Joint Secretary, two nominees of the Commission (research experts) with Research Officer as a Convener was approved. It will have one</li> </ol>	<p>amendments to the NCM (Procedure and Processes) Regulation, 1997 to be taken by January 31, 2025.</p> <p>It was decided by the Commission to issue proper Orders for the following and report in the next Commission meeting</p> <ol style="list-style-type: none"> <li>(a) Establishment of RADA and NCHM;</li> <li>(b) Issue updated NCM (Procedure and Processes) Regulations, 1997 through an Order for paragraph (5) and (8).</li> <li>(c) Expedite hiring Research Team through NICS I by January 15, 2025.</li> <li>(d) Prepare EoI/RFP for hiring of Service Provider by 15<sup>th</sup> February, 2025.</li> <li>(e) Issue Order for SAC.</li> <li>(f) Issue Order for SOP in supersession of previous Order.</li> </ol> <p>Report the progress to next NCM meeting.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Member of the Commission, nominated by the Chairman as its Chairperson.</p> <p>h. Suitably modification of NCM (Procedures and Processes) Regulations, 1997 paragraph 5 and 8 to provide for 21<sup>st</sup> century realities as given in Annexure-II as approved in principle. The draft of it will be approved by the Chairman and thereafter put for ratification of the Commission;</p> <p>i. SOP for engaging Institutes/ Organizations/ Agencies for conducting "Studies" on various subjects relating to Minorities would be superseded through Research &amp; Study Framework of NCM.</p>	
3.	<p><b>Agenda Item No. 8 of NCM meeting dated 20.11.2024 : Hiring of printer/DTP (Desk Top Publishing) Services with at least one person to be provided to NCM for DTP.</b></p> <p>The proposal of hiring of printer/DTP Services for printing activities was considered and approved.</p> <p>The agency would be asked to deploy one person in NCM for doing Desk Top publishing in job with the following scope of work:-</p> <ul style="list-style-type: none"> <li>i. Design of all NCM activity related matter as and when required using Digital Tools;</li> <li>ii. Print the Booklets, Reports, Newsletters, Annual Reports etc.</li> </ul> <p>Agency for Services be hired through NCM for the above work who will also provide skilled staff including tools.</p>	<p>Under process.</p> <p>Report the progress to next NCM meeting.</p>
4.	<p><b>Agenda Item No. 10 of NCM meeting dated 20.11.2024 : Awards for best performer of State Govts./UTs in Annual State Conference.</b></p> <p>The proposal to institute an Award for best performance by State Govt. in matters relating to Minorities was considered and approved. Award could be for:-</p> <ul style="list-style-type: none"> <li>(ii) Best Performance for implementation of Govt Schemes for Minorities.</li> </ul>	<p>State Government have been asked to provide inputs. NID has been requested for design.</p> <p>Prepare the metrics in next 15 days for Commission to finalize the methodology.</p>

	<p>(iii) Best performance for handling/disposal of grievances.</p> <p>For the above, the methodology for selection of winner and contribution of Jury could be taken up subsequently. It was also decided that NID (National Institute of Design) would be asked to design the trophy)</p>	
5.	<p><b>Agenda Item No. 11 of NCM meeting dated 20.11.2024 : Regarding police verification and work done by Community leader.</b></p> <p>The proposal of police verification of community leaders/advisors and panelists, their contribution towards minorities and relaxation clause for incorporation in the existing guidelines was approved. It was decided that a format may be drawn-up.</p>	<p>Under preparation.</p> <p>Inform the progress in next NCM.</p>
6.	<p><b>Agenda Item No. 12 of NCM meeting dated 20.11.2024 : Tour report of Shri Kersi K Deboo and Ms. Rinchen Lhamo to Lakshadweep from 24<sup>th</sup> October, 2024 to 28<sup>th</sup> October, 2024.</b></p> <p><b>Decision:-</b></p> <p>Member for writing to the Ministry of Tourism on the petition received from Lakshadweep Private Tourism Development Association (LTDA) was considered. It was decided that the demands for improving the Tourism Sector be recommended. However, with regard to security related issues, the Commission would refrain from intervening.</p>	<p>Letter issued on 17.12.2024 to Cabinet Minister (Tourism).</p>
7.	<p><b>Agenda Item No. 13 of NCM meeting dated 20.11.2024 : Tour report of Ms. Rinchen Lhamo to Arunachal Pradesh from 1<sup>st</sup> November, 2024 to 6<sup>th</sup> November, 2024.</b></p> <p>Declaration of "Monyul Vidya Niketan" as Minority School. Minority School. It was decided that to ascertain from the school regarding its application for minority status, after receipt of which the Commission would take action</p> <p>Setting up of "waste management Plant" at Tawang in the name and style of "Tawang Women Waste Management Plant". It was decided that to</p>	<p>Letter issued to the O/o M(RL) and requested them to provide the requisite information to the G &amp; R Section, NCM on 09.12.2024.</p> <p>Put up status before next NCM meeting for Monyul Vidya Niketan</p> <p>Letter issued to the District Collector, District Tawang on</p>

	<p>write to the District Collector, Tawang and seek report.</p> <p>Construction of community hall/ Guest House at Brama-dung-chung Ani Gompa : It was decided to write to the Ministry of Minority Affairs for consideration under the relevant schemes providing for setting up of Community Hall.</p>	<p>09.12.2024 for Setting up of "waste management Plant</p> <p>Letter issued to the MoMA on 09.12.2024 for community hall</p>
8.	<p><b>Agenda Item No. 15 of NCM meeting dated 20.11.2024: Tour report of Ms. RinchenLhamo to Kushinagar and Lucknow (Uttar Pradesh) from 9<sup>th</sup> November, 2024 to 12<sup>th</sup> November, 2024.</b></p> <p>It was decided to write to the Chief Secretary UP for</p> <ol style="list-style-type: none"> <li>paying pending honorarium of about 07 year the Science teachers under the Madrasa Modernization Scheme.</li> <li>Nomination of Buddhist Member in State Minority Commission.</li> <li>Change the visiting hours of Mahaparinirvana Temple at Kushinagar from 4 a.m to 9 p.m.</li> <li>Gold Polish of Buddha statue in Mahaparinirvana Temple to be made in time bound manner.</li> </ol> <p>It was decided to write to the ASI for:-</p> <ol style="list-style-type: none"> <li>Change the visiting hours of Mahaparinirvana Temple at Kushinagar from 4 a.m to 9 p.m.</li> <li>Gold Polish of Buddha statue in Mahaparinirvana Temple to be made in time bound manner.</li> </ol> <p>It was decided to simplify the process of issuance of the minority certificate:-</p> <p>It was decided to examine at the NCM level the affiliation of Kamil and Fazil degrees with Khwaja Moinuddin Bhasha Vishwavidyala to secure the future of the students.</p>	<p>Letters issued to the Chief Secretary, UP and Director General, ASI on 06.12.2024.</p> <p>Put up the status of Recommendation No. 6 as a separate Agenda in next NCM for deliberation.</p> <p>Put up the progress of VC and Task Force on issuance of the Minority Certificate in the next meeting.</p>
9.	<p><b>Agenda Item No. 16 of NCM meeting dated 20.11.2024 : Tour report of Shri</b></p>	<p>Letter issued to the Director General, ASI</p>

	<p><b>DhanyakumarJinappaGunde, Member, National Commission for Minorities to Hukkeri, Kunnor, Gokak, Chikodi, Belgaum, (Karnataka) from 17<sup>th</sup> October, 2024 to 19<sup>th</sup> October, 2024.</b></p> <p><b>It was decided to write to the Archaeological Survey of India (ASI) for the following:-</b></p> <ol style="list-style-type: none"> <li>1. To maintain a garden with medicinal plants at Tapasvi Bhumi, Kunnoor, Taluka Gokak.</li> <li>2. To construct a Meditation Rooms, Samudaya Bhawan, Shakti Dham with sanitary, water and light amenities at Tapasvi Bhoomi, Kunnoor, Taluka Gokak.</li> <li>3. It was decided to seek a report from the State Govt. in the matter of allotment of land</li> </ol>	<p>on 09.12.2024.</p> <p>Letter issued to the Chief Secretary, Karnataka on 09.12.2024</p>
10.	<p><b>Agenda Item No. 17 of NCM meeting dated 20.11.2024 : Tour report of Shri Dhanyakumar Jinappa Gunde, Member, National Commission for Minorities to Nainital, Kainchidham, Mukteshwar (Uttarakhand) from 07<sup>th</sup> November, 2024 to 08<sup>th</sup> November, 2024.</b></p> <p><b>It was decided to seek a report from the State Govt. regarding seeking reasons for the closure</b></p> <p><b>It was decided to write to the State Government on the following issues:-</b></p> <p>to rebuild or compensate the people whose houses were demolished in Nainital by local authorities/ in view of development in the area.</p> <p>to conduct a promotional drive of schemes provided by Central and State Government for minorities in Urban and Rural areas of all districts in Uttarakhand.</p> <p>to provide water facility by drilling a bore well with electric facilities to it and to repair the approach roadwith the guard rail to Jain Mandir Mukteshwar</p>	<p>Kanya Dhan Yojna is active in the State. Hence no action is required.</p> <p>Letter issued to the Chief Secretary, Uttarakhand on 10.12.2024.</p>
11.	<p><b>Agenda Item No. 22 of NCM meeting dated 20.11.2024 : Any other items with the permission of the Chairman-</b></p>	<p>Minority Day celebrations are under preparation.</p>

	<p>(i) Minority Day may be organized on 18<sup>th</sup> December, 2024 (around 100 persons may be invited from the Minority communities).</p> <p>(ii) Tour guidelines of the Commission may be revised to cover all the Districts having Minorities population of States/UTs.</p>	<p>A separate Agenda No. 1 on Tour Guidelines was placed in the 9<sup>th</sup> meeting for consideration.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

**6. Agenda Item No.3: Tour report of Ms. Rinchen Lhamo to Karnataka from 26<sup>th</sup> November, 2024 to 28<sup>th</sup> November, 2024.**

**Recommendations were considered by the Commission and modified with a change therein these are to be read as under for future references.**

- i. The State Government of Karnataka may consider declaring Buddha Jayanti as Gazetted Holiday.
- ii. The State Government of Karnataka should consider filling vacant position through appointment of Members / Vice Chairman and Chairman. State Minority Commission is to be represented by all the six notified minority communities.

**Decisions: The Recommendations No (i) and (ii) were approved for writing to the State Govt. of Karnataka.**

**7. Agenda Item No.4: Draft Rules and Procedure for Tours and Visits by the Commission.**

- i. The Commission approved the revision and modification of paragraph 11 of Procedure for Tours as mentioned in the NCM( Procedures and Processes) Regulations:1997. The revised paragraph is given in **Annexure I**
- ii. The Commission approved the Guidelines for Tours and Visits as given in **Annexure-II**
- iii. The Commission approved the Triennial Tour Plan for all the States/UT along with the Annual Plan for 2025 for travel by the Commission members. The details are in **Annexure III**
- iv. The Commission also approved the roles and responsibilities of the personal staff to the Commission with respect to tours and visits. These are also provided in **Annexure IV**

**8. Agenda Item No.5: Tour report of Shri Dhanyakumar Jinappa Gunde, Member, National Commission for Minorities to Srinagar, Gulmarg and Pehalgam (Jammu and Kashmir) from 28<sup>th</sup> November, 2024 to 1<sup>st</sup> December, 2024.**

**Recommendations were considered by the Commission and modified with a change therein are to be read as under for future references.**

- i. The U.T Government of J&K should take initiatives for promotion of the schemes provided for the minorities by the Central Government.

- ii. The petition of St. Joseph School is forwarded to UT Govt. of J&K for extension of lease as per the rules.
- iii. The petitions of Christian and Sikh community regarding reservation in education and employment instead of being forwarded to the UT Govt. of needs to be examined by the Policy and Legal Division of NCM and thereafter put up for the directions of the Commission.
- iv. The UT Govt. is directed to examine the petition of Sikh community for inclusion of Punjabi language as a part of academic curriculum and take necessary action in the lines with NEP.
- v. The petition of Muslim community for the usage of Hospital building for medical aid purposes, construction of quality roads and need of advancement in education quality in schools and colleges should be forwarded to the UT Govt. for necessary action and report.
- vi. The petition of Aanganwadi should be forwarded to the Chief Secretary of UT of J&K for necessary action and report.
- vii. The petition received from representative of Kashmiri Pandits demanding the preservation of Kashmiri heritage and relocation of the people, who were shifted during the strife, from migrant camps to districts areas should be referred to the Chief Secretary of UT of J&K for necessary action and report.

**Decisions: The Recommendations No (i), (ii) and (iv) to (vii) were approved for writing to the UT Govt. of Jammu & Kashmir. The recommendation No. (iii) will be examined by the Division and put up for consideration with its comments.**

8. **Agenda Item No.6: Tour report of Shri Dhanyakumar Jinappa Gunde, Member, National Commission for Minorities to Assam from 3<sup>rd</sup>December, 2024 to 5<sup>th</sup>December, 2024.**

**Recommendations were considered and suggested for action as given below :-**

- i. The petitions received from Sakal Jain Samaj for changing the name of Botanical Garden to Bhagwan Mahavir Ahimsa Park should be confirmed by the Grievance Redressal Division. It should be first examined whether there is a prior name. If no name or irrelevancy is there, than the same may be referred to the State Govt. of Assam for redressal and report.
- ii. The petition received from Shree Digambar Jain Panchayat be forwarded to the State Govt. of Assam for redressal and report.
- iii. The petition received from Sakal Jain Samaj regarding rail connectivity from Guwahati (Assam) to Parasnath (Jharkhand) be forwarded to the Ministry of Railways for redressal and report.
- iv. The petition received from Dharmasthal Shree Suryapahar Digambar Jain Atishay Kshetra to declare Surya Pahar as a holy place and construction of Samudaya Bhawan may be referred to the Government of Assam for report.
- v. The petition received from Jain International Trade Organization regarding construction of hostels for students from minority communities is forwarded to the Govt. of Assam for redressal and report.



- vi. The petition received from Shree Bhagwan Mahavir Dharmasthal regarding allotment of 50 Acres of land for construction of Gowshala, Sant Niwas and Samudaya Bhawan was considered and not accepted.

**Decisions:**

The recommendation No. (i) will be examined by the Division and put up for consideration with its comments.

The Recommendations No (ii), (iv) and (v) were approved for writing to the State Govt. of Assam.

The Recommendation no (iii) was decided to write to the Ministry of Railways.

The Recommendation (vi) was not accepted and therefore, the petition may be forwarded without any recommendations to the State

10. **Agenda Item No.7: Tour report of Shri Dhanyakumar Jinappa Gunde, Member, National Commission for Minorities to Mizoram from 5th December, 2024 to 7th December, 2024.**

**Recommendations:**

- i. The petition received from Chakma Minority community may be first examined and put up in the next meeting.
- ii. The petitions received from the Gorkha community were discussed and submitted to the State Minister of Mizoram Social Welfare. It was decided that this is merely information and, therefore, not counted as a recommendation of the Commission. However, this may be informed to the State Govt. by the relevant Division.

**Decisions**

The Recommendation (i) be examined by the Grievance Division and write to the Ministry of Minority Affairs.

The Recommendation (ii) should be written to the State Govt. of Assam for report and necessary action.

11. **Agenda Item No.8: Significant Court Judgment**

- i. The Commission considered the Supreme Court Judgement dated ----- on discrimination against Khalsa University under Khalsa University (Repeal) Act, 2017 of Hon'ble Supreme Court of India and the discussion of the Supreme Court that by reaffirming the constitutional protections provided to minority-run institutions, it has ensured that Sikh students, and minorities at large, retain that the right to shape their educational futures without undue interference from the state.
  - a) *The Hon'ble Supreme Court of India in October, 2024 struck down the Khalsa University (Repeal) Act, 2017, passed by the Punjab Vidhan Sabha, declaring it discriminatory and unconstitutional. The two-judge bench, comprising Justice B.R. Gavai and Justice K.V. Viswanathan, ruled that the act violated Article 14 of the Indian Constitution, which guarantees equality before the law.*

*This landmark judgment carries significant implications not only for the future of Khalsa University but also for the protection of minority-run educational institutions across India, particularly Sikh institutions in Punjab.*

- b) Khalsa College, established in 1892 in Amritsar, has long been a cornerstone of education in Punjab. In 2016, the Punjab state legislature passed the Khalsa University Act to create Khalsa University under the Punjab Private Universities Policy, 2010. However, in 2017, the State government, repealed the act through an ordinance, citing concerns about preserving the heritage of Khalsa College. This repeal was formalized with the Khalsa University (Repeal) Act, 2017, which received the Governor's assent in July 2017.*
- c) Khalsa University and the Khalsa College Charitable Society challenged the act in the Punjab and Haryana High Court. They argued that the decision to repeal only Khalsa University, while allowing 15 other private universities to continue, was arbitrary and discriminatory. However, on November 1, 2017, the High Court dismissed their petition, leading to the subsequent appeal in the Supreme Court.*
- d) The Supreme Court concluded that the Khalsa University (Repeal) Act, 2017 was discriminatory as it singled out Khalsa University from among 16 private universities in Punjab. No reasonable classification or justification was provided to explain this differentiation. By striking down the Repeal Act, the court reaffirmed the constitutional protections granted to minority educational institutions under Articles 29 and 30 of the Constitution, which provide linguistic and religious minorities right to establish and administer their educational institutions, especially when these institutions operate without state funding.*

**II. Note on judgment on challenge to inclusion of words "Socialist" and "Secular" in Preamble of the Constitution 42<sup>nd</sup> Amendment, 1976.(W.P. (C) No. 645/2020**

- a) The Supreme Court dismissed, a batch of petitions challenging the insertion of the words "socialist" and "secular" in the Preamble to the Constitution as per the 42<sup>nd</sup> Amendment passed in 1976 on 25.11.2024. The challenge was on various grounds, namely, retrospectivity of the insertion in 1976, resulting in falsity as the Constitution was adopted on the 26th day of November 1949. It was submitted that the Forty-Second Amendment is vitiated and unconstitutional as it was 'passed' during the Emergency on November 2, 1976, after the normal tenure of the Lok Sabha that had ended on March 18, 1976 and there was no will of the people to sanction the amendments.*
- b) The bench comprising **Chief Justice of India Sanjiv Khanna and Justice Sanjay Kumar** observed that "the amendment power of the Parliament extends to the Preamble as well. The date of adoption of the Preamble does not restrict the power of the Parliament to amend the Preamble. The Hon'ble Court observed that Article 368 of the Constitution permits amendment of the Constitution. The power to amend unquestionably rests with the Parliament. This amending power extends to the Preamble. Amendments to the*

*Constitution can be challenged on various grounds, including violation of the basic structure of the Constitution. The fact that the Constitution was adopted, enacted, and given to themselves by the people of India on the 26th day of November, 1949, does not make any difference".*

- c) *A number of decisions of this Court, including the Constitution Bench judgments in Kesavananda Bharati v. State of Kerala<sup>1</sup> and S R Bommai vs Union of India, have observed that secularism is a basic feature of the Constitution. In R C Poudyal v. Union of India, the Court elucidated that "although the term 'secular' was not present in the Constitution before its insertion in the Preamble by the Constitution (Forty-second Amendment) Act, 1976, secularism essentially represents the nation's commitment to treat persons of all faiths equally and without discrimination". In M Ismail Faruqui (Dr) v. Union of India, this Court elaborated that "the expression secularism in the Indian context is a term of the widest possible scope. The State maintains no religion of its own, all persons are equally entitled to freedom of conscience along with the right to freely profess, practice, and propagate their chosen religion, and all citizens, regardless of their religious beliefs, enjoy equal freedoms and rights".*
- d) *Similarly, the word 'socialism', in the Indian context should not be interpreted as restricting the economic policies of an elected government of the people's choice at a given time. Neither the Constitution nor the Preamble mandates a specific economic policy or structure, whether left or right. Rather, 'socialist' denotes the State's commitment to be a welfare State and its commitment to ensuring equality of opportunity. The Court observed "that the writ petition was filed forty-four years after the words 'socialist' and 'secular' became integral to the Preamble, makes the prayers particularly questionable. These terms have achieved widespread acceptance, with their meanings understood by "We, the people of India" without any semblance of doubt".*
- e) *Therefore, we do not find any legitimate cause or justification for challenging this constitutional amendment after nearly 44 years. This being the clear position, we do not find any justification or need to issue notice in the present writ petitions, and the same are accordingly dismissed.*
- f) *The Commission noted the above judgements of the Hon'ble Supreme Court of India.*

## **12. Agenda Item No.9: Annual Calendar of Events**

- i. The Commission commended the efforts of NCM Secretariat to streamline the activities of NCM for orderliness, certainty and better outcome.
- ii. Proposed calendar of Annual Events was approved with the direction that efforts may be made for proper hiring of Agencies so that events can be done on time.
- iii. **The approval are as per Annexure V of the minutes**

## **13. Agenda Item No.10: A brief regarding Research Study on the topic 'Outreach to the Sikh Community'.**

- i. The Commission was informed about the status of the Study on the outreach to the Sikh community which was initiated on the direction of the Hon'ble Chairman.

- ii. In this regard, a notice for inviting bids was published in all leading newspapers. In response to that, bids from following four firms have been received:-
  - a) *Centre for Symbiosis of Technology, Environment and Management, Bangalore;*
  - b) *Leadtech Management Consulting Private Limited, Gurgaon*
  - c) *Spectrum Planning (India) Limited, Faridabad; and*
  - d) *Trans Rural Agri Consulting Services Pvt. Ltd., Bihar*
- iii. The Committee constituted for evaluation of technical and financial bids has opened the technical bids alongwith supporting documents to assess the bidders' eligibility as per RFP. All four firms have been found qualified for the next stage of evaluation i.e. presentation.
- iv. Accordingly, the qualified firms were called for making a detailed presentation with regard to their qualifications, experience, concept and plan for the proposed study, through VC mode, on 29.11.2024 before the Commission.
- v. During the course of presentation, Hon'ble Chairman desired that the bidders should furnish a write-up outlining their understanding regarding the proposed study and their approach to the study based on that.
- vi. **Decision: The Commission directed to expedite the award of the Study.**
14. **Agenda Item No.11: Focus State Punjab-Presentation include two points of Anand Karaj Act and 1984 Sikh Riots as well in the presentation.**
  - i. The presentation on focus state Punjab, the status of Anand Karaj Act and 1984 Sikh riots was noted by the Commission.
  - ii. The Commission also commended the ongoing efforts to undertake such reviews regularly.
15. **Agenda Item No.12: Pendency Status on CMS portal from 06.11.2024 to 08.12.2024.**
  - i. It was noted by the Commission that Secretary, NCM is holding VC Meetings to review pending cases more than three Months with the State Governments.
  - ii. The Commission also noted with satisfaction, better disposal of grievances in the previous month, in this regard.
16. **Agenda Item No.13: Status of CPGRAM Grievances till 08.12.2024.**
  - i. **It was directed that cases pending more than a month are to be expedited.**
17. **Agenda Item No.14: Any other item with the permission of the Chairman.**

The Chairperson thanked and lauded the efforts of three members namely Ms. Rinchen Lhamo; Ms. Shahezadi; and Shri Dhanyakumar Jinappa Gunde who would be completing their term. Further, Ms. Lhamo who was present in the meeting was commended by the Chairman for her zeal and also thanked her for the active participation.

The 9<sup>th</sup> meeting of the Commission ended with a vote of thanks to the Chair.



**Subject- Revised Paragraph 11 on Procedures for Tours in NCM (Procedure and Processes) Regulations, 1997**

1. **Purpose and Authority** – To fulfill its statutory functions under the Act, the Chairperson, individual members, or two or more members jointly may undertake official tours to any part of the country.
2. **Prior Planning and Approval**
  - i. All official tours must receive prior approval from the Commission.
  - ii. Proposals for tours must include detailed objectives, planned activities, and relevance to the Commission's mandate in a given format.
  - iii. The NCM Secretariat shall prepare and present a triennial and annual tour plan for Commission approval by January of each financial year.
3. **Guidelines for Tour Planning**
  - i. Full Commission Visit- to a state shall occur once a month, ensuring all States and Union Territories are visited at least once every three years.
  - ii. State Visit Frequency – no State shall be visited more than three times annually, except with Chairperson approval in exceptional circumstances.
  - iii. Home District Visits – Visits to a member's home districts should be undertaken at the minimum possible frequency.
  - iv. Tour Duration: Members should not be on tour for more than ten working days in any given month unless justified by exceptional circumstances. Additionally, all tours other than full Commission Visit shall be less than 4 day duration
  - v. Pre-Meeting Restrictions –No tours shall ordinarily be scheduled during the two working days prior to Commission meetings or related events, including Task Force meetings, Stakeholder Consultations, Interfaith meetings, or Seminars
4. **Submission and Approval of Tour Plans**
  - i. Members and the Chairperson/Vice Chairperson must submit tour proposals at least two months in advance for approval at Commission meetings.
  - ii. Example: Proposals for February tours should be submitted in the December meeting to allow adequate preparation by states and the NCM Secretariat.
  - iii. The Commission reserves the right to approve, modify, or reject proposed plans.
5. **Unscheduled and Emergency Tours**
  - i. In exceptional situations, the Chairperson may authorize unscheduled tours essential to the Commission's objectives.
  - ii. Details of such tours, including the purpose and outcomes, must be reported to the Commission at the earliest opportunity.

## **6. Compliance and Reporting**

- i. All tours must align with the approved plans and objectives, ensuring efficient use of resources and adherence to the Commission's mandate.
- ii. Regular reports on tour activities shall be shared with the Commission for transparency and accountability.

**Guidelines for the Commission Members for implementation of Paragraph 11 on Procedures for Tours in NCM (Procedure and Processes) Regulations, 1997**

1. To facilitate its functions under Section 9(1) of the NCM Act, 1992 it is necessary that the NCM is aided by the grassroot knowledge and experience. To do so the Commission may undertake Tours and Visits from time to time.
2. With the purpose of standardizing and enhancing the effectiveness of NCM tours, these guidelines aim to:
  - i. Ensure efficient use of resources.
  - ii. Address minority communities' welfare, grievances, and challenges comprehensively.
  - iii. Facilitate impactful engagement with stakeholders, promoting transparency and accountability.

**3. Objectives of Touring**

- i. Assess socioeconomic conditions and grievances of minority communities.
- ii. The primary goal of each tour and visit would be to :-
- iii. Review policy implementation and identify areas for improvement.
- iv. Engage with diverse stakeholders to gather insights and foster collaboration.

**4. Pre-Tour Planning and Approvals**

- i. **Efficient** planning is a key to ensure impactful tours
- ii. **Annual and Triennial Visit Framework**
  - a. The NCM Secretariat shall prepare triennial and annual plans, to be approved by the Commission before January each year.
  - b. Tours should strategically address India's geographic diversity.
    - **Zonal Coverage:** Divide the country into five zones (North, South, East, West, Northeast) for efficient planning.
    - **Priority Areas:** Focus on states or districts with high minority populations or significant challenges.
    - **Urban-Rural Balance:** Ensure equal representation of urban and rural issues.
    - **Sensitive Regions:** Allocate special attention to border areas or regions with socio-political complexities.
- iii. **Balanced Itineraries:**



- a. Members should try to align individual plans within this Visit and Tour Framework to ensure national coverage.
- b. Prioritize visits to both urban and rural areas, focusing on high-minority population districts and covering geographical expanse of the visited States.
- c. Ensure time for stakeholder meetings, site visits, and community forums

iv. **Advance Approvals: -**

- a. Tours should align with broader Commission objectives and ensure adequate preparation time for State Authorities. The approvals should be sought in the Format given in **Annexure A** of this Framework.
- b. They should submit detailed tour plans two months in advance during Commission meetings. For example, February plans should be submitted by December.
- v. Members with the support of their personal staff and NCM Secretariat may undertake **preparation and research from the existing material:-**
  - a. Conduct a review of recent reports, statistics, and studies related to minority issues in the area to be visited.
  - b. Prepare a set of questions and discussion points for different stakeholder meetings.
  - c. Member may familiarize with any recent local incidents, policies, or changes affecting minority communities.

vi. **Coordination:**

- a. Members' attached secretarial staff must assist in itinerary planning, leveraging insights from previous reports and local data.
- b. Notify state and district authorities at least four weeks prior using standard templates
- c. Arrange security measures, particularly in sensitive regions, in collaboration with local law enforcement.
- d. Factor in contingencies for unforeseen delays or challenges.

5. **Stakeholder Engagement During Tours**

- i. Engagement with stakeholders ensures a comprehensive understanding of local challenges.
- ii. **Community Interactions:**
  - a. Hold open discussions with minority groups, encouraging them to share grievances and suggestions.
  - b. Engage with diverse community members, including religious leaders, women, and youth.

- c. Collaborate with NGOs, advocacy groups, and local experts to gather grassroots-level insights
- d. Interact with the beneficiaries of Central and State Government to evaluate their socio economic status and ease of access to schemes and benefits.
- e. See that women are heard adequately and their impressions, challenges be recorded duly.

iii. **Structured Public Forums:**

- a. Create opportunities for community members to share experiences and directly interact with NCM representatives such as Jan Sunwayee.
- b. Seminars on key issues plaguing the minority community in terms of education and employment in particular
- c. **Interfaith Dialogues:** Organize forums to promote harmony and address concerns around social cohesion.
- d. Meeting with District/ State Minority Committees

iv. **State and District Officials:**

- a. Meet with representatives from state minority affairs departments and local authorities to assess policy implementation.
- b. In particular meet with the education department, higher education officials – professors, principals etc, skilling institutes, bankers and employment department
- c. Meet with State Minority Commission.

**6. Documentation and Reporting**

- i. Effective documentation ensures transparency and facilitates actionable outcomes. It is important that each member submits the previous Tour report before they embark on the next visit.
- ii. Meeting Records:
  - a. Assign a team member/ secretarial staff to document discussions, grievances, and resolutions during meetings.
  - b. Create Visual records – Use photographs and videos to support reports, emphasizing transparency and engagement efforts.
  - c. Comprehensive Tour Report: Prepare a detailed report post-tour, covering: key observations, grievances and feedback from stakeholders, and recommendations for policy or administrative actions. The template is provided in Annexure B
- iii. Ensure that findings from tours lead to tangible outcomes.
- iv. Submit tour findings to the Commission for further review

## **7. Post-Tour Follow-Up**

- i. **Documentation and Transparency:** All meetings, findings, and actions should be documented comprehensively and archived for transparency.
- ii. **Recommendations and Actions:**
  - a. Share actionable recommendations with State Governments, Central Government and other relevant bodies.
  - b. Engage with stakeholders to monitor progress and implementation of key initiatives
- iii. **Internal and External Communication:**
  - a. Regular communication within the NCM and with the public is vital to maintain transparency and accountability.
  - b. **Community Feedback:** Communicate outcomes to the communities involved, showcasing responsiveness and accountability.
- iv. **Long-Term Monitoring:** Establish systems to evaluate the impact of recommendations over time.
- v. **Continuous Learning and Adaptation:** Each month, evaluate the outcomes to improve the effectiveness of future tours. Periodic reviews of tours enhance their effectiveness.
  - a. Evaluate whether tour objectives were achieved.
  - b. Identify and implement improvements in planning, execution, or follow-up.
  - c. Gather feedback from stakeholders to refine future engagements.

## **8. Code of Conduct for Members**

- i. Maintaining professionalism and respect is essential during tours.
  - a. **Cultural Sensitivity:** Respect local customs and practices.
  - b. **Neutrality:** Avoid favoritism or political bias.
  - c. **Confidentiality:** Safeguard sensitive discussions.
  - d. **Transparency:** Ensure clear communication with stakeholders.
- ii. It is desirable that State logistic and safety protocols are complied with.

## **9. Media and Public Communication**

- i. Proper coordination with the media amplifies the impact of NCM's initiatives.
- ii. Interact with media only after approval of the Chairperson approval.

- iii. Pre-Scheduled Briefings: Hold press briefings summarizing the tour's purpose and outcomes.
- iv. Language Support: Use translators if necessary to ensure effective communication in diverse regions.

## Annexure A

- [Name of the Member/s of the Commission]

### Proposal for Official Tour

#### 1. Details of the Tour

- **Proposed By:** [Name and Designation of the Member(s)]
- **Purpose of the Tour:** [Clearly state the objective of the tour, e.g., monitoring, stakeholder consultation, awareness programs, etc.]
- **Relevant Act/Commission Mandate:** [Specify the provision of the Act or mandate under which the tour is proposed.]
- **Location(s) to be Visited:** [List of States/Districts/Places]

#### 2. Status of the Last Tour

Dates

Place

Report

#### 3. Dates and Duration

- **Proposed Start Date:** [Date]
- **Proposed End Date:** [Date]
- **Total Working Days on Tour:** [Number of Days]

#### 4. Detailed Itinerary

Date	Location	Activity/Meeting	Stakeholders Involved
[Date 1]	[Location 1]	[E.g., site visit, consultation]	[E.g., NGOs, officials, etc.]
[Date 2]	[Location 2]	[E.g., public hearing]	[E.g., local representatives]
...	...	...	...

## 5. Expected Outcomes and Outputs

- [Describe the expected results or outputs from the tour, e.g., reports, recommendations, data collection.]

### Expected Outputs

1. **Community Grievances:** Comprehensive documentation of issues raised during forums and public hearings.
2. **Site Observations:** Detailed notes on healthcare, education, and housing site conditions.
3. **Stakeholder Commitments:** Record of promises made by officials for follow-up.
4. **Tour Report:** A consolidated document for submission to the Commission and state authorities.

## 6. Budget Estimate

Category	Estimated Cost
Travel (Air/Rail/Car)	[Amount]
Accommodation	[Amount]
Per Diem Allowance	[Amount]
Other Expenses (if any)	[Amount]
<b>Total</b>	<b>[Total Amount]</b>

## 7. Justification for Tour

- [Provide a brief justification, explaining why the tour is necessary and its alignment with the Commission's objectives.]

## 8. Approval Sought

- **Proposed by:** [Name and Designation of the Proposer(s)]
- **Date of Submission:** [Date]

## 9. Approval by the Commission

Decision	Remarks	Signature	Date
Approved/Rejected	[Reason, if applicable]	[Chairperson/Authority]	[Date]

TEMPLATE FOR TOUR REPORT

- [Name of the Member/s of the Commission]

Details of the Tour

- **Purpose of the Tour:** [Clearly state the objective of the tour, e.g., monitoring, stakeholder consultation, awareness programs, etc.]
- **Relevant Act/Commission Mandate:** [Specify the provision of the Act or mandate under which the tour is proposed.]
- **Location(s) to be Visited:** [List of States/Districts/Places]
- **Dates**
- **Approval Number and Date**

Itinerary of the Tour

Key Observations,

grievances received

feedback from stakeholders,

Observations of Jan Sunwayee

Observations on Interfaith Meeting

Recommendations for policy or administrative actions.

**ANNEXURE III****TRIENNIAL PLAN FOR FULL COMMISSION TOURS AND VISITS**

<b>Month</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>January</b>	Uttar Pradesh	Punjab	Jammu and Kashmir
<b>February</b>	Madhya Pradesh	Tamil Nadu	Orissa
<b>March</b>	Meghalaya	Arunachal Pradesh	Sikkim
<b>April</b>	West Bengal	Assam	Rajasthan
<b>May</b>	Telangana	Andhra Pradesh	Mizoram
<b>June</b>	Puducherry	Dadra and Nagar Haveli, Daman & Diu	Goa
<b>July</b>	Maharashtra	Kerala	Gujarat
<b>August</b>	Jharkhand	Haryana	Uttarakhand
<b>September</b>	Nagaland	Himachal Pradesh	Andaman & Nicobar Island
<b>October</b>	Bihar	Karnataka	Lakshadweep
<b>November</b>	Tripura	Delhi	Manipur
<b>December</b>	Chhattisgarh	Chandigarh	Uttar Pradesh

**Annual Plan for 2025 for Commission Visits**

Months	Full Commission	State 1	State 2	State 3	State 4	State 5
January	Uttar Pradesh	Punjab	Jammu and Kashmir	Maharashtra	Kerala	Gujarat
February	Madhya Pradesh	Tamil Nadu	Orissa	Jharkhand	Haryana	Uttarakhand
March	Meghalaya	Arunachal Pradesh	Sikkim	Nagaland	Himachal Pradesh	Andaman and Nicobar Island
April	West Bengal	Assam	Rajasthan	Bihar	Karnataka	Lakshadweep
May	Telangana	Andhra Pradesh	Mizoram	Tripura	Delhi	Manipur
June	Puducherry	Dadra, Nagar Haveli, Daman & Diu	Goa	Chhattisgarh	Chandigarh	Jammu and Kashmir
July	Maharashtra	Kerala	Gujarat	Uttar Pradesh	Punjab	Orissa
August	Jharkhand	Haryana	Uttarakhand	Madhya Pradesh	Tamil Nadu	Sikkim
September	Nagaland	Himachal Pradesh	Andaman and Nicobar Island	Meghalaya	Arunachal Pradesh	Rajasthan
October	Bihar	Karnataka	Lakshadweep	West Bengal	Assam	Mizoram
November	Tripura	Delhi	Manipur	Telangana	Andhra Pradesh	Goa
December	Chhattisgarh	Chandigarh		Puducherry	Dadra Nagar Haveli, Daman & Diu	



### **Illustrative 3-5 Day Tour Plan for Full Commission Visit**

**This tour plan is designed to balance engagement with stakeholders, community visits, and policy discussions in both urban and rural settings. The focus is on addressing grievances, assessing policy implementation, and fostering collaboration with local authorities and minority communities.**

Commission divided itself into 3 groups and travels to 3 different districts of the State, spanning diverse geographies and with focus on highest minority concentration district. If need be may include State Minority Commission with itself in these tours and visits. The important coverage could be through following:-

- **Meeting with State Heads i.e. CM/Governor**
- **Meeting with Govt authorities**
- **Sarav Dharam Samvad**
- **Meeting with youth 16 to 22 age groups**
- **Meeting with Skill Centres**
- **Meeting with Press**

The Official of the Commission has in advance briefed the State Chief Secretary and the State Minority Welfare Department about the purpose of the Visit.

#### **Day 1: Arrival and Visit Engagement**

**Location:** 2-4 Different Districts

**Objective:** Establish groundwork and align with Local authorities.

##### **Morning:**

- Arrival in District
- Briefing with the District Administration and Minority Welfare Department. About the programme
- **Site Visits:** Visit one or two targeted sites such as community concentrated habitation, primary educational institutions, or housing facilities to observe conditions and gather feedback.
- Discuss agenda items, key challenges, and specific grievances related to minority welfare programs.

##### **Afternoon:**

- Visit higher educational institution that runs minority-focused scholarship programs.
- Engage with teachers, administrators, and students to assess program impact.

- o Meet Beneficiaries: Meet some beneficiaries of the Central/State Government Schemes that are aimed to benefit minorities and assess ease of living

#### **Evening:**

- o Preliminary press briefing summarizing the tour's objectives.
- o Meet with NGOs and Civil Society Groups: Hold focused discussions with local NGOs and minority rights organizations to gain insights into grassroots issues

#### **Illustration:**

- **Focus:** Reviewing scholarship effectiveness.
- **Example Activity:**
  - o Question to students: "How accessible do you find government scholarships? What challenges have you faced in availing them?"
  - o Observations: Note if application processes are user-friendly and whether funds are disbursed on time.

### **Day 2: Outreach Rural and Urban Areas**

**Location:** -----District (Rural Area)

**Objective:** Direct engagement with rural minority communities to address grievances and understand challenges. Examine employment opportunities for minorities.

#### **Morning:**

- o Visit a skill centre or minority concentrated school to assess access to education and skill facilities.
- o Interact with beneficiaries of government schemes, focusing on skill and dropouts and learning achievements.
- o Interact with trainees to understand barriers to employment.

#### **Afternoon:**

- o Meet with industrial representatives and local businesses.
- o Discuss initiatives for hiring minority candidates and challenges in workforce integration.

#### **Evening:**

- o Progress of the Grievance Cases of that District if any –
- o conduct a brief meeting with district-level officials to discuss the local implementation of minority welfare programs.
- o Wrap-up meeting with district officials to share immediate observations and recommendations.

#### **Illustration:**

- o **Focus: Employment and vocational training.**

- o **Example Data Collection:**

- Questions for trainees: "Do you find the training aligns with industry needs? Are job placements assured?"
- Insights: Training programs lack partnerships with major industries, leading to limited job prospects.

**Day 3: Jan Sunwayee and Policy Review**

**Location:** State Head Quarter

**Objective:** Promote social harmony and evaluate minority welfare programs.

**Morning:**

- o Prepare a documentation of the field Visit and combine a first impression draft for sharing with the State Officials
- o Meet with State Dignitaries : (Governor, Chief Minister, Minister of Minority etc)

**Afternoon:**

- o Seminar with Educationists, Skill Department, Employment and Enterprise

**Evening:**

- o Community Forum or Jan Sunwayee : Hold a community forum or meeting to directly engage with minority groups, allowing them to voice their concerns and discuss their experiences.
- o Meeting with the State Minority Commission

**Day 4: Interfaith Dialogue and Policy Review**

**Location:** State Head Quarter)

**Objective:** Promote social harmony and evaluate minority welfare programs.

**Morning:**

- o Host an Interfaith Dialogue with religious leaders and community representatives.
- o Focus: Address tensions and explore ways to strengthen social cohesion.

**Afternoon:**

- o Hearing with each Department on pending grievances of NCM
- o Meet at the State Level
- o **Department Officials:** Meet state minority affairs representatives and other key officials to discuss policies, local challenges, and focus areas.

**Evening:**

- o Meet with NGOs Civil Society Groups: Hold focused discussions with local NGOs and minority rights organizations to gain insights into grassroots issues.
- o Press briefing to highlight major insights and proposed next steps.

**Illustration:**

- o Focus: Housing and infrastructure.
- o Example Interaction:
  - o Resident Feedback: "We applied for the housing subsidy three years ago but have not received any updates."
  - o Follow-Up: Add this concern to the report, recommending expedited processing of subsidy applications.

## ROLES AND RESPONSIBILITY OF SECRETARIAL STAFF FOR MANAGING TOURS AND VISITS OF THE COMMISSIONS

### 1. Step 1: Annual Planning -

- Prepare an annual tour of Planning – On the basis of the Annual Tour Framework and submit the tour plan to the Commission at least 6 weeks in advance for the next month.

### 2. Step 2: Define Objectives

- Example of Defining Objectives for a Tour to-----:
  - i. Objective: Address education and employment challenges of minority communities.
  - ii. Focus Areas:
    - a. Review implementation of minority education schemes.
    - b. Meet with local officials regarding vocational training programs.
    - c. Interact with community members about access to health services.

### 3. Step 3: Coordinate with State Authorities

- Notify Chief Secretary and District Collectors
- Illustration of Communication with Authorities:

Date: 15<sup>th</sup> January 2024

Subject: Official Visit of NCM Member -----to ----- Request for Coordination

Dear Chief Secretary,

This is to inform you that an NCM delegation led by [Name] will visit -----from -----to ----- . Kindly arrange meetings with key officials, community representatives, and other stakeholders.

Proposed Itinerary Attached.

- Advance Coordination Example:
  - i. Ensure the state minority welfare department is informed to prepare briefing documents.
  - ii. Request relevant data, including district-wise demographic statistics or implementation reports of welfare schemes.

### 4. Step 4: Identify Key Stakeholders

- Officials, NGOs, Community Leaders, Institutions etc
- Illustration of Stakeholder Engagement:
  - i. Government Officials: Minority welfare department, education board officials, and district magistrates.

- ii. Community Leaders: Religious heads, NGO representatives, and social activists.
- iii. Institutions:
  - a. Educational Institutions: Schools running minority scholarships./ Colleges/ Skill Institutions
  - b. Healthcare Centers: Clinics serving rural minority populations

#### 5. Step 5: Prepare Background Material

- Reports, Data, Past Feedback
- Practical Example:
  - i. Data Collection: Need for gathering Briefs on :
    - a. Minority welfare scheme reports.
    - b. Employment and education data of the targeted region.
    - c. Details of pending grievances or issues in the district.
  - ii. Brief Note (Sample):
    - a. What are the barriers to school enrollment?
    - b. Are there sufficient government-funded health centers for minorities?
    - c. Region: ----- District, State -----
    - d. Demographics: 38% minority population
    - e. Key Concerns: High dropout rates in minority schools, lack of access to health services in rural areas.
    - f. Discussion Points:

#### 6. Step 6: Finalize Itinerary

- (Urban & Rural Coverage, Stakeholder Meetings)
- Practical Steps to Build Itinerary:
  - i. Day 1:
    - a. Arrive in -----and hold preliminary meetings minority welfare officials.
    - b. Visit local educational institutes and interact with teachers, students, and parents.
    - c. Hold a Seminar with Higher Education Institutions
  - ii. Day 2:
    - a. Conduct a community forum - Jan Sunwayee to gather direct grievances.
    - b. Meet the bankers, skill centres, industries, visit industrial area
    - c. Meet the Civil Society Organisations and District Minority Committees
  - iii. Day 3:
    - a. Organize an interfaith dialogue to promote harmony among diverse groups.
    - b. Meet the District Officials, assess progress, review status of petitions of the districts and provide inputs from the visit

#### 7. Step 7: Ensure Logistics & Safety

- Travel, Stay, Communication
- Practical Safety and Logistical Planning
  - i. Coordination with Law Enforcement: Request police escorts for sensitive regions.

- ii. Alternative Plans: Account for weather disruptions, especially during monsoons.
- iii. Flights and accommodations booked two weeks in advance.
- iv. Communication devices and translators ready for diverse linguistic regions.
- v. Transportation arranged for remote village visits.

#### **8. Step 8: Pre-Visit Public Engagement**

- Media Briefings
- Sample press release to local media about the tour objectives:
  - i. Title: NCM Delegation to Address Minority Education and Employment in Assam.
  - ii. Content: The visit aims to address pressing challenges related to education and vocational training for minority communities. Public forums will be held in -----and -----.

#### **9. Step 9: Visit Engagement -I**

- Brief the Member,
- Establish Contact with Liaison Officer,
- follow itinerary

#### **10. Step 10 Visit Engagement -II**

- Record Important points,
- list received petitions,
- undertake important recordings,
- prepare media briefing and get approval

#### **11. Step 11 – Post Visit Engagement**

- Report Preparation,
- Grievance Submission and Registration

#### **12. Secretarial Staff of the member should assist in pre planning of the tour:-**

- by obtaining from the NCM Secretariat, a brief note, summary of issues, presentations etc.
- The State to be visited should normally, have an intimation of at least 3 weeks so that they can plan the visit and discussions are objective, fruitful and outcome oriented.
- Ensure that the itinerary includes visits to both urban and rural areas where minority communities reside and generally follows the annual visit plan of the Commission. The plan has been made with the aim of covering every state once at least with one full Commission meeting.

#### **13. Clearly define the purpose, objectives, and expected outcomes of the tour in the given Annexure-A of Guidelines for the Commission Members for Implementation of Paragraph 11 on Procedures for Tours in NCM (Procedure**

and Processes) Regulations, 1997 to be submitted for each Commission visit.

- **Identify Key Areas of Focus:** Based on previous reports, gather data to identify key concerns in each state, such as education, employment, health, housing, and social welfare of minorities.

14. Secretarial Staff of the member should coordinate with the State and local administration to finalize dates, locations, and key points of contact.

- **Prepare Itinerary:** Schedule the tour efficiently to cover important regions and groups within each state. Allocate adequate time for travel, meetings, and unforeseen delays.
- **Safety Protocols:** Ensure arrangements are in place for the security of the NMC team, especially in regions with social or political sensitivities.
- **Coordination with State and Local Authorities:** Communicate well in advance with state governments, ensuring they are prepared to assist and facilitate meetings.
- **Inform the Chief Secretary of the state and relevant district authorities in advance to arrange necessary meetings, security, and logistical support. In this regard a template of such an information is given in Annexure –II**
- **Liaise with minority welfare departments, NGOs, and local leaders who may offer insights into regional issues. Invite representatives from civil society organizations that work with minority communities to contribute to discussions.**

15. This process would ensure a methodical and impactful approach to planning tours.



**PROPOSED ANNUAL CALENDAR OF EVENTS FOR NCM**

<b>Month</b>	<b>Sarv Dharm Sadbhav and Sarv dharm Samvad</b>	<b>Dialogue with a Community and Seminars on Key Challenges</b>	<b>Commission Meetings and Full commission visits</b>	<b>Meetings of Core Groups and Task Forces</b>	<b>Other Important Events</b>
<b>January</b>	Sarv Dharm Samvad	Seminar and Stakeholder Consultation on Sikh Education Employment and Enterprise	Commission meeting Full Commission tour to Uttar Pradesh	Meeting of core group on information and awareness Meeting of Task Force on Minority Certificates	North Zone Conference
<b>February</b>	Sarv Dharm Samvad	Seminar and Stakeholder Consultation on Buddhist Issues	Commission meeting Full Commission tour to Madhya Pradesh	Meeting of Task Force on Facilities, Safety and Sanctity at Pilgrim Sites Meeting of Task Force on Minority Certificates	<b>Annual NCM Lecture and NCM Foundation Day(24th Feb.78)</b>
<b>March</b>	Sarv Dharm Sadbhav – Id Ul Fitr Celebration	Seminar and Stakeholder Consultation on Christian Issues	Commission meeting Full Commission tour to Meghalaya	Meeting of core group on information and awareness Meeting of Task Force	<b>Annual SMC Conclave</b>

				on Minority Certificates	
<b>April</b>	Sarv Dharm Sadbhav – Mahavir Jayanti Celebratio n	Seminar and Stakeholder Consultation on Jain Issues	Commission meeting  Full Commission tour to West Bengal	Meeting of Task Force on Facilities, Safety and Sanctity at Pilgrim Sites  Meeting of Task Force on Minority Certificates and Finalisation of Reports	Evaluation Of State Schemes
<b>May</b>	Sarv Dharm Sadbhav – Buddha Jayanti Celebratio n	Seminar and Stakeholder Consultation on Muslim Issues	Commission meeting  Full Commission tour to Telangana	Meeting of core group on information and awareness	Sharing Of Study
<b>June</b>	Sarv Dharm Samvad	Seminar and Stakeholder Consultation on Parsi Issues	Commission meeting  Full Commission tour to Puducherry	Meeting of core group on information and awareness  Final Meeting of Task Force on Facilities, Safety and Sanctity at Pilgrim Sites	East Zone Conference
<b>July</b>	Sarv Dharm	Seminar and Stakeholder	Commission meeting	A new Task Force	Research Appreciatio

	Samvad	Consultation on Sikh Issues	Full Commission tour to Maharashtra	on Core Challenge - I	n
<b>August</b>	Sarv Dharm Sadbhav – Nauroz Celebration	Seminar and Stakeholder Consultation on Buddhist Issues	Commission meeting Full Commission tour to Jharkhand	Mid Year Report of core group on information and awareness	Evaluation
<b>September</b>	Sarv Dharm Samvad	Seminar and Stakeholder Consultation on Christian Issues	Commission meeting Full Commission tour to Nagaland	A new Task Force on Core Challenge - II	West Zone Conference
<b>October</b>	Sarv Dharm Sadbhav – Diwali Celebration	Seminar and Stakeholder Consultation on Jain Issues	Commission meeting Full Commission tour to Bihar	Meeting of core group on information and awareness	Discussion on Special Reports
<b>November</b>	Sarv Dharm Sadbhav – Gurunank Jayanti Celebration	Seminar and Stakeholder Consultation on Muslim Issues	Commission meeting Full Commission tour to Tripura	A new Task Force on Core Challenge - I	South Zone Conference
<b>December</b>	Sarv Dharm Sadbhav – Christmas Celebration	Seminar and Stakeholder Consultation on Parsi Issues	Commission meeting Full Commission tour to Chhattisgarh	A new Task Force on Core Challenge II	<b>Minority Day</b>

